

CONTRACT ADMINISTRATION PRINCIPLES **2691**
(May 2005)

WHAT'S IN A NAME **2691.1**
(May 2005)

Personnel assigned to perform supplier performance and contract administration activities are often referred to as a “contract manager” or “contract administrator”. This **section** will refer to the person assigned to perform all contract administrative functions as a contract administrator

PURCHASERS REMAIN INVOLVED **2691.2**
(May 2005)

Although contract administration assignments may be determined by the magnitude of the contract, it is critical that the **purchaser** remains involved in the post award contract activities **and keeps their Unit Coordinator, Region BSO and Business Services Sacramento informed on any issues requiring a their involvement or contact with DGS/PD.**

EXPECTATIONS OF THE CONTRACT ADMINISTRATOR **2691.3**
(May 2005)

Regardless of the title used, the person assigned contract administration functions must be made aware of the expectations and requirements of the position. A contract administrator must:

- Have sufficient knowledge of contracting principles as it relates to their responsibilities in administering the contract.
- Communicate with both the **purchaser (when not the contract administrator)** and supplier on contractual issues.
- Maintain records or logs to turn over to the procurement office at the completion of the contract.

ESTABLISH THE FUNDAMENTALS **2691.4**
(May 2005)

Once a purchase document has been executed, the contract administration responsibilities should be reviewed with the person assigned to the role. Any additional contract administration activities specific to the transaction should also be reviewed.

COMMUNICATION IS KEY

2691.5

(May 2005)

A key factor in successful contract administration is communication. It is essential for contract administrators to understand the provisions of the purchase document, have the ability to communicate contract obligations to all parties involved, and maintain control over the contract performance

POST AWARD ORIENTATIONS

2691.6

(May 2005)

Purchasers, prior to turning over contract administration functions, determine whether or not a post-award orientation with assigned contract administrators, project managers, and suppliers is warranted to achieve a clear and mutual understanding of all contract requirements and to identify and resolve potential problems prior to any contract performance.

POST AWARD ORIENTATION ACTIVITIES

2691.7

(May 2005)

Post-award orientations should include the following activities:

- Providing a complete copy of the authorized purchase document with all attachments to the involved parties.
- Identifying the key department and supplier personnel contacts and their responsibilities and authority.
- Reviewing any internal policies and procedures with all parties.
- Reviewing any contract reporting requirements with the contract administrator and/or the supplier.
- Reviewing the contract payment process, including review time and processing time requirements to avoid payment penalties.
- Reviewing any acceptance criteria and review process as required by the contract.
- Reviewing the process for requesting an amendment.
- Reviewing the communication process for resolving disputes or any other contract issue.
- Reviewing documentation requirements for the purchase document **review** files and retention.

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)